Requisition Guidelines

Requisition required at $3,500 for Schools (sites that permanently have students) and $5,000 for Departments. **See exceptions below.

For orders and services requiring a requisition, the requisition must be entered into PeopleSoft and a purchase order issued by the Purchasing Department prior to any work being done or any items being ordered.

A requisition is only a request to order supplies/services. The purchase order is the authorization to proceed with an order. If Purchasing deems necessary, or federal and/or state statutes require, we will perform solicitations on items or services. This may result in a different vendor used than entered on the requisition.

Requisitions under $3,500 (for schools) and $5,000 (for departments) in total cost (price x amount of years) must have at least 1 quote attached to the requisition. Purchasing and contract service staff can help obtain quotes.

Requisitions over $3,500/$5,000 but under $175,000 in total cost must have at least 2 quotes attached to the requisition. Purchasing and Contract Services staff can help obtain quotes.

Purchases $175,000.00 or more in total cost need to be formally solicited and approved by the board before materials or services can be procured. Please reach out to Purchasing and Contract Services for guidance on completing this process.

**Exceptions:

- All BOOKS need a requisition at $1000. This includes any materials being purchased with the textbook budget code.
- Title I and Special ED orders must be pre-approved prior to ordering by Title I and Special ED (see Title I Handbook)
- Grants: For Federal Grants (requirements are similar to Title I and Special Ed) purchasing rules and must adhere to all federal and grant regulations/guidelines. All other grants must follow the individual grant contract or award requirements / restrictions or District Purchasing Procedures whichever is more restrictive.
- Copiers & Cell phones – contact Technology Services to discuss
- Service Contracts – All contracts for services or vendor documents requiring a signature need to be entered in the eRFP contract management system. If you are unsure if something is a contract, enter it into eRFP and Purchasing and Contract Services will review.

Requisition required at any dollar amount for:

- Apple Products & Accessories
- Non Apple Computers & accessories including desktops, laptops/notebooks, tablets, Kindles, etc. (contact Tech Services for any products not in the catalog to secure a quote)
- Printers (enter service ticket with Tech Services to obtain a quote)
- Software / Subscriptions (enter service ticket with Tech Services to obtain a quote)
- Projectors (typically purchased from Tierney contract)
- Furniture & Appliances (contact Facilities to obtain a quote prior to entering REQ)
- Construction, any hard-wired items or anything that will be screwed, nailed, or otherwise attached to walls or other surfaces. (contact Facilities with needs)
- Portable and Attractive Items – items that are considered to be at high risk for theft and

Revised 11.14.2023
could easily be stolen (follow flowchart on Business Office website to determine).

Do not submit a requisition, at any dollar amount, for the following (see Business Office procedure manual for more information):

- Postage
- Memberships
- Tuition
- Field Trips (unless accompanied by a contract for room rental etc.)
- Food (unless accompanied by a contract for room rental etc) need to follow food policy
- Fund Raising items (such as food, coupon books, wrapping paper, etc.)

Travel – including hotel, conference/training/workshop registrations please follow travel procedures found at https://www.spps.org/page/31195